

Margins should be set at one inch.

Return Address
City, State Zip
Date of letter

4 line spaces between date and employer's name.

Mr./Ms. John/Jane Employer
Title of Person
Name of Organization
Address
City, State Zip

Dear Mr./Ms. Employer:

FIRST PARAGRAPH: Acknowledge the employer's decision to hire someone else. State the position to which you are referring. Thank the employer for the time they took with you during the interviewing process. Although the company may have a policy against it or the interviewer may have time restrictions, ask for feedback regarding your credentials, experience, interview, etc.

1 line space between paragraphs

SECOND PARAGRAPH: Keep future prospects open. Inform the employer that you would like to be considered for any future employment opportunities there may be.

THIRD PARAGRAPH: Thank the employer again for the time they took with you during the interviewing process and state that you look forward to an opportunity to meet again.

Sincerely,

Your Name

3 line spaces after closing.
Remember to sign your name in the space, preferably with black ink.